



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY

**DEVELOPMENTAL SERVICES CASE MANAGER**  
**IFS Division - Willimantic**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on Current Exam List or Lateral Transfer  
**Location:** IFS Division in Willimantic  
**Job Posting No:** 00019676  
**Hours:** Monday – Friday: 9:00am - 4:30pm; RDO Saturday and Sunday  
*Ability to flex schedule into evening in response to consumer needs and emergency situations.*  
**Salary:** \$59,089 - \$80,010\* (HC-24) annually  
\*Incumbents new to state service begin at the minimum.  
**Closing Date:** September 29, 2014

**ELIGIBILITY REQUIREMENT:** Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**EXAMPLES OF DUTIES:**

Provision of Case Management services in the Individual and Family Support Division. The individuals on this caseload currently reside in the Windham county. The majority of these individuals are enrolled, or are eligible to be enrolled onto the HCBS Waiver. Responsibilities include linkages with community services; referrals for day and residential supports, grant and respite requests; assistance with entitlements, school-to-work transitions and any placements that need to be made. Developing, adjusting, amending individual budgets for individuals on this caseload will be part of the overall duties, as well. Timely completion of annual plans, conducting quality service reviews and archiving them into the department's QSR database, as well as maintenance of individual records will be ongoing responsibilities. Entering case notes into the department's case note system to assure compliance with Targeted Case Management regulations will be part of the ongoing duties for the caseload. Crisis intervention, coordinating emergency services and responding to any recommendations from the Office of Protection and Advocacy, as well as involvement with Probate Court and legal system as issues arise will be important. Also performs related duties as required. A valid CT driver's license is required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. When assigned to a caseload of individuals, some of who are enrolled in the Federal Medicaid Reimbursement Program must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59pm on the closing date indicated above.

**Incomplete application materials will not be considered.**

Send application materials to:

Department of Developmental Services – North Region

155 Founders Plaza/255 Pitkin Street – 2<sup>nd</sup> Floor – East Hartford, CT 06108

Attn: Recruiter

Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Phone: (860) 263.2623 Fax: (860) 706.1420

Application materials can be emailed, faxed or mailed

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.